

## Alternative Education On-site Monitoring Visit Rubric

**Reviewer: Sue Foxx**

**Date: 10/11/07**

**Alternative Education Program: North Central Technology School  
School Corporation: MSD Washington Township**

**Contact Person: Gary Oxenrider/Brian Funk  
Phone: 317-259-5265**

Alternative Education Programs will be required to share documentation for each component during the site visit. If documentation is not available on-site, the alternative education contact person will be required to submit documentation to the IDOE within seven (7) days of site visit completion. Programs will be given an Unsatisfactory or Satisfactory for each component. Programs receiving an Unsatisfactory for any component will be required to address those issues in order to remain an approved program.

COMPONENT	DOCUMENTATION SUGGESTED	DOCUMENTATION PROVIDED	S	U	COMMENTS
Corporation and Community Support	-Board minutes -Letters of support -Joint agreements -Newspaper articles -Advisory Group list	Report to Board 2x yr. Advisory group list and minutes.	X		Advisory Group consists of all individuals in the school corporation. It would be helpful to expand it to include community agencies and businesses that could support the program.
Alternative Education Components	-Curriculum -Instructional Methods -Scheduling -Engagement strategies -ISP -Grant application	EPIC computer-based courseware/laptops Various instructional methods imbedded in courseware and supplemented by teachers. Self-paced/individualized curriculum ISP	X		Students each had their own laptop and used courseware that was interactive and utilized a number of instructional strategies. Teachers are able to individualize instruction so students can work at their own pace. ISP needs to be revised to include some missing elements such as an expanded plan and services. Each student has a mentor student when they return to the traditional HS but this could be enhanced by ensuring additional follow-up with counselors/teachers. Program has adopted 'Powersource' for their social/emotional curricula. Program uses 'Banana Bucks' as a motivational tool. Vocational component in area of student interest to keep students engaged.
Small positive learning environment for students/staff	-Staff & Student roster -Prof. development plan -School Improvement Plan -Advisor/Advisee programming Staff meeting agenda	Rosters provided Professional Development follows corporation plan Staff meeting agendas SIP for J. Everett Light	X		Rosters indicate a teacher- student ratio slightly above 1:15. They are adding an aide to address this issue. Alternative program not mentioned in the J. Everett Light School Improvement Plan and North Central HS SIP not available. Recommended that program ensure that it is included in the SIP being written this year.

## On-site Observation Components

During the site visit, IDOE personnel will visit sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual programming matches descriptions that were provided in the grant application; that students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content and alternative strategies. Each program will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Programs receiving a “U” in any component will be required to address deficiencies.

COMPONENT	DATE	S	U	COMMENTS
Programming matches description in grant application.	10/11/07	X		Programming has changed several times in recent years. It matches the description in the grant and has returned to including a career component.
Students appear engaged.	10/11/07	X		Students were working quietly on their laptops and at their own pace on courses. When asked, they expressed satisfaction with the program.
Location supports a positive learning environment.	10/11/07	X		Program operates out of two classrooms in J. Everett Light Career Center which allows students easy access to their career component. They also return to the HS for PE and lunch which allows them to stay connected to the HS where they will attend sophomore year.
Teachers appear knowledgeable and caring.	10/11/07	X		Teachers are all licensed in their curricular areas but act as facilitators for the computer-based courseware. Students work at their own pace, so teachers provide a lot of individual instruction. They monitor the pace of completion and conduct needed assessments. The English teacher sought student input on the new EPIC courseware. Teachers indicated that they developed few projects or assignments to be completed off the computer and that they were still in the planning phase for service learning opportunities.

## Compliance Components

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation must be provided as part of the site visit monitoring. The alternative education contact person listed for each program will be contacted about documents, policies, or descriptions that will be required for the compliance components. Documentation can be submitted prior to or at the visit. Failure to provide documentation will result in removal from the approved program list.

COMPONENT	SUGGESTED DOCUMENTATION	C	NC	COMMENTS
Policies & Procedures	-Student Handbook -Entrance/Exit Criteria	X		Student Handbook for J. Everett Light is used Program packet shared with parents/students at orientation meeting or in individual sessions. Entrance/Exit criteria needs to be formalized.
Staff Qualifications and Employment by Corporation	-Licenses (Teacher, Administrator, Social Worker, Counselor) -Documentation from HR dept. -HQ document	X		Teachers are employed by the corporation and are licensed in the content areas they facilitate.  Counselors are not currently working with students to teach lifeskills or to do group counseling.
Health and safety laws and regulations	-Safety plans and/or records -Physical location description and/or Department of Health documentation -Evacuation plans -Student release policies -Transportation policies (as applicable)	X		Program operates in 2 classrooms within J. Everett Light Career Center so documentation with that location.
Financial viability	-Other Grants applied for/received -Description of how last alt ed distribution funds were spent -Description of corporation 1/3 match.	X		No outside grants at this time. Budget exceeds required match and allocated primarily to technology, staff and materials.
2 Hour Session/ School Day	-School schedule	X		Students attend a full school day with 2 hours in a vocational area.

